

ER-4-5432

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Comptroller

4 September 1953

Chief, Budget Division

Rates of Sick Leave in CIA

1. Attached is a note dated 31 August 1953 from the ADD/A requesting the comparison of sick leave rates taken in CIA with those reported in the attached newspaper clipping which is a quotation from a "Study of Civilian Manpower Utilization in the Federal Government" prepared by the Sub-committee on Manpower Utilization of the Committee on Post Office and Civil Service.

2. Based upon the quarterly overtime and leave reports prepared in this Division we have computed annual sick leave rates by office for the entire Agency based upon actual experience during the period 31 August 1952 to 4 July 1953. These reports, as you know, are based upon the tabulated information submitted to this Division by the Machine Records Branch from Time and Attendance reports. The period for which actual experience is available covers the total of 22 pay periods. The figures on the attached reports are based upon the above 22 pay periods converted to an annual basis of 26 (52 weeks) pay periods. In this connection it will be noted that the rate for certain offices is based upon the period from 4 January 1953 to 4 July 1953. Comparative information for these offices is not available for the earlier period due to the reorganization of the DD/P area and organization transfers. This table, I believe, will answer Col. White's request dated 9 August 1953.

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ER 4-5157

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MEMORANDUM FOR: Comptroller

SUBJECT : Report on Use of Sick Leave by Federal Employees

1. The following paragraph is quoted from a preliminary report, "Study of Civilian Manpower Utilization in the Federal Government", prepared by the Subcommittee on Manpower Utilization of the Committee on Post Office and Civil Service:

"Principal abuse is in the taking of sick leave. Government employees took an average of 10.2 days each in sick leave during 1949. (It is reported that this average was higher in 1951 and 1952.) At the same time, employees in private industry took an average of 4.8 days each. This great disparity between Government and industry employees, as to the amount of sick leave taken, can be attributed directly to administrative laxity of two forms: (a) Extreme leniency in classifying sickness; and (b) failure to correct conditions which lead to sickness of the employee."

2. It might be interesting to compare the rate at which CIA employees have used their sick leave with the general Federal and industry rates quoted above. If your office does prepare such a report, we would appreciate receiving a copy.

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Acting Personnel Director

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MEMORANDUM FOR: THE DIRECTOR

A special House subcommittee headed by Representative Corbett, Republican of Pennsylvania, has charged that there is abuse of sick leave in Government. Government employees are reported to have taken an average of 10.2 days of sick leave per employee during 1949 and more than this amount in 1951 and 1952 as compared to a rate of 4.8 days per employee in private industry.

A recent survey of CIA sick leave statistics indicates that CIA's average is 8 days per employee per annum. The statistics for all of the various CIA components are attached.

Noted
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L. K. WHITE
Acting Deputy Director
(Administration)

Noted
10 Sep 53
Noted by D-1
(DATE)
16 Sep 53 - wsc

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